



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

May 23, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-67

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for Fiscal Year 2002 ends June 23, 2002, with payroll direct deposits and checks for the June 28, 2002 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all Fiscal Year 2002 payroll transactions will be processed through ISIS HR for pay period ending June 23, 2002. **All J5 rejects in AFS for the June 28, 2002 payday and for off-cycles processed through June 27, 2002 must be corrected (in PEND3 status) by 9:00 a.m., June 28, 2002 in order to be charged to Fiscal Year 2002 in AFS.** Off-cycle processing for Fiscal Year 2002 must be processed through the system no later than Friday, June 28, 2002. All reversals or payments dated in FY02 processed after payroll lock out on June 24, 2002 and any off-cycle payments processed after the deadline of June 28, 2002 will be charged to Fiscal Year 2003 in AFS.

If you have any questions concerning the information above, please contact a member of the Benefits & Financial Administration Unit at (225):

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|--------------|----------|-----------------|----------|
| Paula Rotolo | 342-5377 | Angel Vernon | 342-5344 |
| Penny Jones | 342-5354 | Orneatha Wright | 342-5357 |
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JWC:OSW